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Title: ISL User Group Meeting

Date: 19th June 2009

Venue: ITSO Offices
Quayside Tower
252-260 Broad Street
Birmingham
B1 2HF

Attendees: Helen Mitchell (ISL), Kim Clarke (ISL) Roy Steele (South Gloucestershire) John Wiseman (Hertfordshire) Mark McCrickard (Stratford- Upon-Avon) Jason Read (Kingston Upon Hull) Pauline Pownceby (Watford) Dave Wood (Derbyshire)

Apologies: Anne Ebbert (Reigate & Banstead) John Souter & Bill Harbottle (NEXUS) Julie Terry (East Dorset) Peter Laslett (DfT)

		Action	Whom	Date
1. Roll call & Apologies				
	<ul style="list-style-type: none"> As above 	Info		
2. Agree Chairperson				
	<ul style="list-style-type: none"> Helen Mitchell was voted in as ISL Chairwoman 	Info		
3. ISL User Group Governance				
	<ul style="list-style-type: none"> HM went through the governance and stressed the importance of communication and disseminating information back to the various consortium groups and collection the TCAs views which can be feed back to ISL, ITSO & ISL Board and DfT 	Info		
4. DfT Consultation on the Administration of Concessionary Scheme				
	<ul style="list-style-type: none"> ISL requested contacts at County level from the group Regional mailing lists to be sent to each region for the dissemination of information, and amends will be fed back to ISL to update their TCA data base An update to be sent to all ISL TCAs and Bureaus on the LASSEo Specification ISL to respond to DfT consultation by the 17th July to highlight issues such re-branding and CPICCs 	Action	All	31.7.09
		Action	ISL	13.7.09
		Action	ISL	13.7.09
5. ISL Update & Contract Overview				
	<ul style="list-style-type: none"> HM gave an update on what is in the contract and at what stage ISL is at with delivering the Contract It was also discuss that work outside the ISL Contract which is required by the TCAs, ISL would take a proposal to the DfT ISL is working on some guidelines for TCAs on Handhelds – RS is currently trailing GIS / ERG handhelds, ISL asked for some feedback to form part of the guidance documentation It was agreed that ISL would put together some generic Q&A on Data Protection on deceased persons that need to be removed from TCA databases. There appears to be some confusion with TCAs on a Las statutory duty. PP to send some details to KC HM talked about the Privacy Laws and some of the changes and the lack of them in this country compared to Europe. HM to feed back all relevant information to the group to be disseminated to all TCAs HM gave the group and update on the TCAs that are expected to be migrating from ISL in the near future and current rollout of smart schemes 	Info		
		Info		
		Action	RS	31.8.09
		Action	PP	31.7.09
		Action	HM	31.8.09
		Info		
6. Mifare Phase Out, Plans and Timescales				
	<ul style="list-style-type: none"> HM to send details to PP (Watford) regarding the DesFire 2K cards. A notice will go out to all TCAs to make them aware that 2k DesFire is not an option in migration aware from Mifare Classic 	Action	HM	3.7.09

7.	Impending Changes with ITSO			
	<ul style="list-style-type: none"> • New ITSO Board Structure <ul style="list-style-type: none"> ○ The group felt that ISL needed representation on the ITSO Board. RS to send a letter on behalf of the ISL User Group 	Action	RS	19.6.09
8.	AOB			
	<ul style="list-style-type: none"> • ISL asked if anyone has any comments on the ISL website, anything that was missing or improvements to let us know • All minutes to be put on the ISL website for the ISL User Group • Ticketing Strategy Document from DfT will be issued at the end of September 2009. • ISL asked for feedback on ISL annual report with a view that a supplementary report may be produced and issued if TCAs felt that there was information missing that they would have found of interest. 	Info Info Info Info		
9.	Confirm date and venue of next meeting			
	<ul style="list-style-type: none"> • 16th September 2009 at 11am in Birmingham 	Action	KC	31.3.09